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DEPUTY CHIEF LOGISTICS - GS-13

Under the direct supervision of the Chief, FE/Log is responsible during operational planning stage for providing technical guidance and assistance to operating elements on all matters related to logistical support; secures logistical support and arranges for final logistical action from Logistics Office in accomplishing the operational mission. In the absence of Chief, assumes responsibilities of the Chief, FE/Log.

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POSITION JOB DESCRIPTION
REQUIREMENTS OFFICER

Under immediate supervision of Chief FE/Log.

1. Works with Branch Chiefs, Case Officers and other personnel in development of logistical support for contemplated projects and programs respect to logistical feasibility of support and timing.
2. Advises Branch Chiefs, Case Officers and other personnel in logistical feasibility in relation to operational deadlines.
3. Responsible for the liaison in logistical matters between FE and Support Staffs AMD, F, Medical, TSS, Logistics and Office of Communications in connection with census reports, availability forecasts and feasibility of support to current and planned projects and operations.
4. Responsible for the compilation and rendering of Division Material Requirements Forecast. This responsibility entails the need for liaison with Case Officers and Planning Staffs from inception of plans in order to obtain factual logistical forecasts.
5. In coordination with Case Officers and liaison with various logistical support staffs edit and advise operational personnel as to feasibility of requests. This calls for intimate knowledge of procurement language, pricing, lead times, transportation media, power situations.
6. Responsible for technical aspects of requisitioning and control procedures. Lends assistance to Case Officers in translation of operational requirements into material requirements.
7. Coordinates and aid branches in the preparation of cables and dispatches to field dealing with logistical matters.
8. In coordination with Case Officers responsible for editing and publication for FE use Tables of Allowances, equipment and performance factors based on experience as submitted by field operations.

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SUPPLY OFFICER GENERAL - GS-12

1. Duties as contained in job description covering position No. 63 apply to this newly established position. Position No. 63 should also contain the following information as both positions are similar. To differentiate between such positions, one is responsible for support to NAC and the other to SEA (or, the latter, commonly known as SEA).
2. During operational planning stage evaluates problems and makes a concerted effort to arrive at a workable solution. In effecting this coordinates with case officer or desk head and of necessity chiefs of FE Branches as well as the Logistics Office.
3. Supervises the requisitioning and receipt of property, and in the case of FI type operations to assure from a security and control viewpoint the material received is identified with items requisitioned.
4. Represents the Division on all requirements, procurement and supply matters. Indicates to the administrative support element the security implications involved and recommends means of accomplishing the support required to meet the operational deadline on a timely basis and in a secure manner.

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REPORTS CONTROL OFFICER - GS-9

1. Maintains reports and records as directed by the Chief, FE/Log.
2. Establishes procedures for reporting from logistic areas in the field and branches.
3. Makes a consolidated presentation of reports for review of Chief, FE/Log.
4. Extracts information from records for transmission to FE/Admin and to the Office of Logistics.
5. Maintains follow-up on all reporting requirements to insure receipt of information in FE/Log for review and compilation to meet requirements of FE/Admin and O/Log.
6. Responsible for insuring action is taken on all cables pertaining to logistical matters within FE Division.

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SUPPLY CLERK, GS-7

1. Resists Case Officers in formulating requirements.
2. Assists Case Officers in ascertaining availability of materiel.
3. Aid FE Operational Branches in translating current operational requirements into firm procurement language.
4. Advise Branches on materiel substitutions and price and lead time which may effect current operations.
5. Review and prepare all requisitions for operational materiel for the FE Division, i.e., correct nomenclature, stock numbers and prices.
6. Indicate and obtain proper CIA Staff coordination on requisitions prior to submission to the Office of Logistics. Justification for certain materiel must also be obtained, in compliance with Agency Regulations, before requisitions are released from this desk.
7. In conjunction with the above, all "Requests for Shipment", for operational materiel, in liaison with the Branches, are prepared at this desk.
8. Prepares correspondence, memoranda and cables, relative to logistical matters.

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